

MONROE COUNTY

JOB DESCRIPTION

Position Title: BIOLOGIST		Date: 11/29/99
Position Level: 9	FLSA Status: Non Exempt	Class Code: 9-17

GENERAL DESCRIPTION

Primary function is to review plans/permits to determine environmental effects of present and potential use of land and water areas.

KEY RESPONSIBILITIES

1. *Review permits and approve/disapprove in regards to Stormwater and Drainage plans and Environmental compliance.
2. *Conduct on-site visits for docks, habitat analysis, code enforcement cases, landscape installation and final inspections for County.
3. *Assist public in answering questions regarding code compliance, violations, resolving disputes, TDR's and other agency rules and issues.
4. Handle pre-application conferences with Planners and applicants on Environmental matters.
5. *Attend Code Enforcement and Planning Commission meetings as an "Expert Witness" in regards to any code violations.
6. Calculate Planning and Environmental Resources open space, "buildable rights" TDR's.
7. Review and record transplant plans and conservation easements.
8. Prepare reports on HEI's, denial memos and code violation cases.
9. *Drafts letters and memos to the public in regards to their permits, for the supervisor.
10. *Direct actions regarding protection of rare and endangered flora and fauna and wetland protection.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Physical Science such as Biology, Ecology, Environmental Science, and Resources Management.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Valid Fla. Driver's license.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

